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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

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Request Notification of Change (NASA Only)

## **Subject: Internal Placement of NASA Employees**

**Responsible Office: Office of Human Capital Management**

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## **Chapter 11. The Selection Process**

### **11.1 Evaluation of Applicants**

11.1.1 Applicants shall be evaluated and ranked against job-related criteria (skills) or competencies to identify the best applicants from among the pool of eligible employees.

11.1.2. The job-related skills or competencies shall be identified using job analysis.

11.1.3 The job-related skills or competencies shall be supported by the position description and the environment in which the duties of the position are to be performed.

11.1.4 The Center's Human Resources Director or designee shall review and concur with the skills or competencies and the rating criteria.

11.1.5 Applicants for upward mobility positions are not required to meet the OPM qualification requirements for the position or to have experience in the career field of the position; neither are they required to have a college degree or extensive education. Therefore, the evaluation system shall not rely solely on these traditional evidences of ability to do the job. No particular coursework or specific work experience is required.

11.1.6 The evaluation process shall provide for the crediting of nontraditional and off-the-job experiences that have provided the candidates with the competencies necessary to perform the duties of the entry-level position.

### **11.2 The Rating and Ranking Process**

11.2.1 All Upward Mobility Program applications shall be evaluated using NASA STARS.

11.2.2 To screen out those applicants who are not eligible, applications shall be reviewed by the Center's Human Resources Office before submission to the selecting official.

11.2.3 Applicants who fail to provide the information requested on the announcement shall not receive consideration for the position.

11.2.4 Applicants shall be rated on a numerical scale.

11.2.5 The rating process shall measure all applicants against the same job-related criteria (i.e., skills) or competencies.

11.2.6 Once applicants are assigned a numerical score, they shall be ranked in numerical order.

11.2.7 The Center's Human Resources Director (or designee) and selecting official determine the point in this numerical order above which all applicants shall be referred. This is normally the point at which there is some meaningful distinction between the applicants above and below that point. Generally, at least the five best applicants are referred to the selecting official for consideration. If there is no meaningful distinction among the applicants, the number of applicants referred may be expanded to a maximum of ten.

11.2.8 When more than one candidate has the lowest score to be referred, all candidates with that score shall be referred.

## 11.3 Selection

11.3.1 Because of the nature of the Upward Mobility Program and the fact that the selected applicant may be exposed to several different supervisors over the course of the training, where practical, selection shall be accomplished by the highest-ranking official in the target career field in the organization in which the position is located. This official is ultimately responsible for the success of the training program and for ensuring that the selected applicant fully meets the qualifications necessary for promotion to the target level.

11.3.2 An alphabetical list of the best applicants for the upward mobility position shall be referred to the selecting official, along with the résumé of each referred applicant. Any employee referred is eligible for selection.

11.3.3 If one applicant on the list is interviewed, all others on the list shall be interviewed.

11.3.4 After the selection, every applicant shall be notified of the selection.

11.3.5 If no selection is made within 30 days of the date of the referral list, the list becomes void, and no selection shall be made from it. If the selecting official provides acceptable reasons, the Center's Human Resources Director or designee may approve up to two 30-day extensions to the certificate.

## 11.4 Release

11.4.1 The Center's Human Resources Director or designee shall arrange for the release of the selectee from his or her current position.

11.4.2 Every effort shall be made to arrange an expeditious release of the selected employee.

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